

Kwelanga | TRAINING
engage | inspire | elevate

Everyday On-the-Job Training (OJT) (1 Day)

A Specialised Kwelanga Training Practical Workshop

The missing link between training and workplace performance.

INTRODUCTION

Most workplace learning does not happen in a classroom – it happens while work is being done.

Every day, employees support the learning of others by explaining tasks, demonstrating processes, guiding the use of systems or tools, and helping colleagues improve how they perform in their roles. This includes everything from onboarding new team members, to supporting customer interactions, to guiding operational or technical tasks.

This type of learning happens across both technical and soft skills – from systems, processes and equipment to communication, service and workplace behaviours.

While on-the-job training happens naturally, it is not always structured. As a result, tasks may be explained inconsistently, important steps may be missed, and mistakes may be repeated. Without a clear approach, workplace training does not always lead to confident, competent performance.

This practical, interactive workshop introduces a simple, structured way to guide learning while work is being performed. Using the **8-Step On-the-Job Training (OJT) Model**, participants learn how to structure workplace training from identifying a need through to confirming competence and improving future training.

Participants leave with practical tools in the **Everyday OJT Toolkit** and techniques that can be applied immediately when guiding or supporting colleagues during everyday work tasks.

TARGET AUDIENCE

For employees who train others while work gets done.

This programme is suitable for anyone who supports the learning or development of colleagues in the workplace, including:

- peer-to-peer upskilling
- employees who assist with onboarding new team members
- team leaders, supervisors and managers who guide staff during work tasks
- experienced employees who share knowledge with colleagues
- specialists who train others to use equipment, systems, processes or tools

Copyright © KWELANGA TRAINING (PTY) LTD

THE EVERYDAY OJT MODEL

A simple, structured approach to guiding learning while work is being performed. The full model and practical application are unpacked during the workshop.



COURSE CONTENT

Understand how learning happens in the workplace

- Recognise how learning happens while work is being performed
- Understand the role of the workplace trainer
- Identify where on-the-job training already takes place in your role

Prepare for effective on-the-job training

- Think through the task before training begins
- Clarify what successful performance looks like
- Identify potential challenges and common errors
- Understand how preparation supports effective training

Copyright © KWELANGA TRAINING (PTY) LTD

The 8-Step On-the-Job Training (OJT) Model
Participants will be introduced to a practical, structured approach for guiding workplace learning:

- Identify the training need
- Define the outcome
- Prepare the task
- Demonstrate the task
- Guide practice
- Provide feedback
- Confirm competence
- Reflect

Apply the learning in the workplace

- Apply the OJT model to real workplace tasks
- Practise applying structured on-the-job training techniques
- Use practical tools to support workplace learning
- Identify opportunities to improve consistency, confidence and performance

Everyday OJT Toolkit
The Everyday OJT Toolkit supports participants in applying the model in the workplace through practical tools and templates.

A Way Forward – Personal Elevation Plan
A structured approach to support ongoing application and development after the workshop.

TRAINING METHODOLOGY



Our training methodology is designed with a core focus: to ensure that the knowledge acquired translates into tangible results, adding substantial value and visibly improving performance within the workplace.

We employ an outcomes-based approach, fostering active engagement through highly interactive, facilitator-led sessions.

THE EVERYDAY OJT TOOLKIT

Participants will be introduced to the Everyday OJT Toolkit – a practical set of tools and templates designed to help structure and support on-the-job training in the workplace.

These tools can be applied immediately when guiding colleagues during everyday work tasks.

WHAT WE OFFER

- Public Courses vs Closed Group Training
- Face-To-Face Training (F2F)
- Virtual Instructor-Led Training (VILT)
- Customisation
- Impact Compass

Copyright © KWELANGA TRAINING (PTY) LTD

POST COURSE ASSISTANCE

'Contact the Coach' – Bridging Learning for Business Results



We offer a continued learning relationship providing **FREE** access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation.

Delegates can 'Contact the Coach' for support, Information or assistance with additional questions regarding the application of theory covered during the course.

Personal Elevation Plan – Bridging the Gap from Training to Workplace Application

The Personal Elevation Plan isn't just a takeaway – it's a structured, practical guide that helps delegates seamlessly transition their learning into real-world action.



Sustained Development and Accountability: By tracking progress and engaging with their managers, delegates stay committed to their growth, making learning an active part of their professional journey.

A Tool for Measurable Impact: Rather than training being a one-time event, this plan enables organisations to see tangible results by embedding new skills into everyday work.

A Catalyst for Meaningful Conversations: Ideal for one-on-one coaching and performance discussions, the plan encourages ongoing development dialogues between delegates and their managers

OUR COMMITMENT TO YOU ...

Kwelanga Training's Commitment

To develop and inspire each individual to be the best that they can be.
To assist clients in the transfer of skills and positive behaviour change.

Copyright © KWELANGA TRAINING (PTY) LTD